

Three Rivers Library System Board Meeting
May 6, 2016
Greenwood Public Library
Minutes

Members Present: Kathy Ageton, Rose Barcal, Francine Canfield, Laura England-Biggs, Beth Foulks, Lauran Lofgren, Aimee Morlan.

Staff Present: TRLS – Anneka Ramirez, Chelsea Morlan, NLC – Holli Duggan.

Approval of Agenda:

President Francine Canfield opened the meeting at 1:02 PM. Kathy Ageton moved approval of the agenda; Beth Foulks seconded. Carried unanimously.

Minutes:

Minutes were amended on page 3 under Rose Barcal's challenges; also spelling of Carroll on page 1. Beth Foulks moved approval of the minutes, Lauran Lofgren seconded. Carried unanimously.

Financial Report:

Anneka Ramirez reviewed the monthly reports for February, March and April.

In March, the insurance policy was reviewed; our estimated payment was over by \$199 which was refunded.

Also in March, Anneka bought a laptop that would support Windows 10 (reflected under Equipment & Software).

Payroll is reflected in the following month most of the time – January in February, for example. This March, it reflects both February and March payroll due to the timing. April reflects both March and April payroll taxes. Anneka reported that our processing has gone up about \$10 per month for a fee of around \$100 a month from Paychex.

Anneka also reported that April rent payment reflects both April and May rent instead of just May.

Director's Report:

Anneka reviewed her report for the quarter, starting with book club kit statistics. She distributed a spreadsheet Chelsea Morlan had prepared showing use for the quarter by both title and copies checked out.

Anneka reported that she has spent the last three months on networking and promotion in addition to workshops and training (7 sessions). The training and workshops included strategic planning, budget, makerspace and summer reading workshops in addition to the Bully-proofing your library session with Pat Wagner. Because of the low turn-out at the Bully-proofing session, Pat has agreed to do a webinar for us in the future that will be recorded and available for viewing by others in the system.

Several times, Anneka met with different boards to discuss strategic planning and director/board relationships. Richard Miller from the NLC and Anneka both met with the Gretna Public Library board and discussed how to work with the City.

The system newsletter was out on April 25.

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Anneka is down to visiting the smaller libraries in the system who are open limited hours. She tried dropping by during the hours they were open on the Commission website but discovered that several have had changes to their hours. She will go back to making appointments with the directors.

Presented an Emotional Intelligence workshop at Baright which was well received.

Equipment Update: Eakes will pick up both of the old copiers and bring in a new one for a \$50 processing fee to add it to the account. Eventually, the HP desktop scanner and other printer may be passed on to a system library with a need.

COMMITTEE REPORTS

Scholarship Committee:

Laura, Aimee and Anneka met via GoTo Webinar to discuss scholarship questions. We had two scholarships for PLA but no applicants until after the fact. The committee decided that we won't accept retroactive applications, but will roll the 2016 PLA scholarships to 2018 and increase the scholarships to \$1,000 each. We will also increase the ARSL budget line to \$1500 and offer three \$500 scholarships instead of three @ \$330. The committee discussed funding most requests at a 90/10 match percentage where the System funds would be 90% of the total requested. That is not a hard and fast number as we recognize that many librarians would end up matching out of their pocket.

Continuing Education Committee:

Rose just heard back from someone at Metro Community College about a signing class. Anneka distributed copies of the June 3 flyer for our next CE opportunity. Chelsea reported that the graphic came from Rebecca McCorkindale, who has resources available on her website (hafuboti.com).

OLD BUSINESS

SPC (System Peer Coordinator) Update: Tammy Thiem at Genoa Public Library has started her work with the System as our first SPC. There is a DiSPEL meeting at Albion on May 13, which is in Tammy's territory (Antelope, Boone, Nance, Platte and Madison counties). Tammy's quarterly contract will renew on June 30 if all goes well. Anneka has given Tammy a timesheet to track that the hourly expectations in the contract were realistic.

Anneka also reported that she consulted an attorney with employment law expertise when drawing up the contract for the SPC. One risk we have with the independent contractor status is if something happens during travel for the System – we have the option to add four non-owned autos to our insurance policy to cover that risk.

Board Member Nominations Approval:

The Nominations Committee (Lauran Lofgren, Beth Foulks and Anneka Ramirez) presented a slate of four candidates for our two Class C seats (2016-2019 term). The voting period will be June 13- 30.

Rose Barcal made a motion to formally accept the slate of four candidates to be voted on by member libraries June 13-30 including electronic voting. Kathy Ageton seconded. Carried unanimously.

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NEW BUSINESS

Director Evaluation:

Anneka reminded President Canfield that her evaluation is due June 30. The Executive Board (Francine, Lauran, Rose and Laura) does the review, according to our contract with the System Director. Anneka designed a preliminary form to be used when completing the evaluation, and will add a section on Administrative Skills.

Successes and Challenges:

The group went around the table and shared one success, one challenge from the past few months.

Beth Foulks: Success – signed up for eBooks through ESU #3 and got a grant to join the consortium. Challenge: The filter in place doesn't allow streaming so users must take the device home to register and download the ebooks; not many did. Also the new Chromebooks for next year won't have an app that works with Axis 360 from Baker & Taylor. (Holli Duggan suggested that there is the possibility to turn on pdf capabilities in the Axis 360 settings and use Adobe Digital Editions on a Chromebook – Beth will look into this.)

Rose Barcal: Success – staff member wrote a grant for BUILD which is all about letting kids get creative with seven additional fort kits. Challenge: the City is moving to a new evaluation system which means scheduling five meetings throughout the year with each direct report to increase engagement and dialogue.

Laura England-Biggs: Success – The Fantastic Future Me exhibit was installed yesterday, which is a project from the Omaha Children's Museum. The State Treasurer identified Fremont as a community with low participation in NEST 59 accounts and asked that we be included in the exhibit tour this year. Challenge – Still the interim director without a schedule for Library Director interviews yet, although there is a short list of 4 candidates from a field of 6.

Lauran Lofgren: Success – After last year's budget challenges, some personnel money was replaced in the budget. Challenge – there's not enough to hire another position but too much for the current staff to absorb given different constraints. Lauran also reported on the Roomba that the City Administrator bought after hearing complaints that library staff were being asked to clean. "Bob" does his cleaning in the morning when Lauran gets to the library. Lauran was approached by people wanting to install Little Free Libraries and wondered if the group had any experience with these; Rose reported on three that are available in LaVista and are maintained by the Library (although they were created by Boy Scouts).

Francine Canfield: Success – The damage from the truck incident has been repaired. Challenge – Being understaffed with one full-time person on leave. They are hiring three part-time positions to pick up the slack, which comes with challenges of training and scheduling to stay under 25 hours (Affordable Care Act requirement).

Kathy Ageton: Success – made it through another school year. Because of research papers, saw increased book checkout. Kathy reported that even though the students could use Kindles, they prefer to checkout "real" books. Challenge – Wondering who's going to take her place, with 21 days left including today.

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Holli Duggan: Success – getting the job at the Commission (started in February). Challenges – Working through the Basic Skills in Moodle and finding new directions/opportunities.

Aimee Morlan: Success – have a Friends Group. Challenge – have to hire someone to replace a staff member. Need a job description, schedule for a few hours as needed, etc.

Chelsea Morlan: Success – Got the newsletter done on time. Challenge- the listserv was down the day the newsletter was meant to go out.

Anneka Ramirez: Success – This week's workshop (Bully-proof your library). Challenge – not as many registrations as wanted for the very well-received workshop; made the day too long by adding an hour with Michael Fitzsimmons.

NLC Report: Richard Miller wanted to be sure the group heard about the Golden Sower winners (*The Day the Crayons Quit* for primary, *Escape from Mr. Lemoncello's Library* for intermediate, and *Stung* for teen/ya).

Reviewing the Basic Skills program for possible changes – at this time, participants without formal library education can participate in these classes to become certified as a public librarian. There are 6 required classes and 7 electives available online through Moodle, running two weeks with the exception of cataloging which runs 4 weeks.

Francine noted that Lauran Lofgren and Kathy Ageton are at their last Board Meeting, and everyone thanked them for their service over the past years. Anneka distributed a small token of thanks from the System.

Next meeting will be the Annual Meeting on August 3 in Neligh. The meeting will likely be at 1 pm with morning CE available.

With nothing further to discuss, the meeting adjourned at 2:33 pm.

Respectfully submitted,

Laura England-Biggs, Secretary